

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET BALTIMORE, MARYLAND 21202

January 13, 2023

Contract No. BCS 2022-11
Description: Surveying and
Engineering
Services, District 4

EXPRESSION OF INTEREST ADDENDUM NO. 2

To All Consultant Candidates:

Please be advised that the Expression of Interest (EOI) delivery date for this contract has been changed from **12:00 PM (NOON) on January 19, 2023**. The Expression of Interest (EOI) are now due on **January 25, 2023, by 12:00 PM (NOON)** and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outline in the advertisement. Expression of Interest received after the deadline will not be accepted no matter how they have been transmitted.

REDLINE REVISION (RLR)

RLO1: ~~Surveying and Engineering Services, District 4~~

RLR1: **Survey and Engineering Services, District 4**

RLO2: ~~Section F—Example Projects: Limited to four (4) example projects, each example project is limited to two (2) pages for a total not to exceed eight (8) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent experience performed within the past five (5) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).~~

RLR2: **Section F – Example Projects: Limited to four (4) example projects, each example project is limited to two (2) pages for a total not to exceed eight (8) pages. Photos are acceptable; however, all photos count in the overall space limitations for the page and are considered illustrations and are not rated. The Example Projects set forth shall be recent experience performed within the past seven (7) years. (Information provided in this section shall become part of the rating/evaluation criteria for this project).**

RLO3: ~~**Key Staff 4:** A Highway Engineer registered as a Professional Engineer in the State of Maryland, with expertise in a variety of design projects involving highway, pedestrian, and bicycle facility design including new construction, reconstruction, and rehabilitation type projects; with a minimum of 10 years experience and shall~~

~~be an employee of the Prime/JV and who will serve as the Secondary Liaison.~~

RLR3: **Key Staff 4: A Highway Engineer registered as a Professional Engineer in the State of Maryland, with expertise in a variety of design projects involving highway, pedestrian, and bicycle facility design including new construction, reconstruction, and rehabilitation type projects; with a minimum of 10 years experience and shall be an employee of the Prime/JV or any of the Subconsultants and who will serve as the Secondary Liaison.**

RLO4: ~~It is anticipated that individuals meeting the criteria of Key Staff 1, 2 and 4 may be required to provide engineering services on-site at SHA facilities.~~

RLR4: **It is anticipated that individuals meeting the criteria of Key Staff 1, 2 and 4 may be required to provide engineering services on-site at SHA facilities. In addition, all coordination will keep Key Staff No. 1 in the loop, in case, the Key Staff #4 is employed with any of the Subconsultants, and all work must be overseen by the Prime/JV liaisons.**

RLO5: ~~**Part I, Section E:** Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:~~

RLR5: **Part I, Section E:** Key Staff. A separate Section E form should be completed for each Key Staff proposed not to exceed four (4) pages total. At least three (3) years of the required years of experience for each individual Key Staff shall be recent experience performed within the last three (3) years. The Consultant must document in writing in the SF 330 Section E that the Key Staff individuals meet the following requirements:

CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 pm on December 23, 2022, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

Q1: Section B.1. Part I, Section E notes Staff proposed not to exceed five (5) Pages total. There are 4 Key Staff. Please confirm the number of pages allowed and if resumes are to be one page each.

A1: **See RLR5 above.**

Q2: Section B.5. Section F-Example Projects notes projects set forth shall be recent experience performed within the past five (5) years. Due to COVID shutdowns can the years of experience be increased to seven (7) years?

A2: **See RLR2 above.**

Q3: Page 9 requests "a separate Section E form should be completed for each key staff proposed not to exceed five pages total." There are only four key staff. Please confirm the page limit should be

four.

A3: See RLR5 above.

Q4: Please advise the reason the DBE goal for this contract is only 20%. The District 7 EOI DBE goal was increased from 17% to 27%.

A4: The MDOT SHA Procurement Review Group (PRG) sets DBE goals and in this advertisement, the goal is set at 20%.

Q5: Can you be more specific about the types of "environmental quality monitoring" services you will need for this contract?

A5: MDOT SHA wants to make sure that all the projects have National Environment Policy Act (NEPA) approvals, permitting approval and Phase V Services for Erosion & Sediment (E & S) controls.

Q6: Section IV.B.1 of on page 8 of the advertisement states, "A separate Part I, Section E form should be completed for each Key Staff proposed not to exceed five (5) pages total." There are four (4) Key Staff proposed. At the pre-proposal meeting, OPCM specified we are to submit four (4) one (1)-page resumes for each key staff, and the fifth page should be an introduction page; however, we typically only submit a key staff introduction page/letter during the Technical Proposal stage. Please confirm the page limit for this section, and if a fifth page is required, please clarify what specific information is to be included on the fifth page.

A6: See RLR5 above.

Q7: Please clarify the total number of pages allowed for Part I, Section E: Key Staff. If additional pages are allowed beyond one per Key Staff, please indicate what information should be provided and if it will part of the rating criteria.

A7: See RLR5 above.

Q8: Please clarify and expand on how Section H will be considered in the evaluation of the EOI.

A8: Section H is limited to one page and must certify that the Key Staff individuals meet the education, experience, registration/licensure, expertise, and all other professional qualifications specified in the advertisement. MDOT SHA may use this information in addition to the key staff resumes submitted in SF330 Part I, Section E when developing a Reduced Candidate List.

Q9: Section IV.B.1 mentions that the key staff proposed are not to exceed five (5) pages, but only four key staff resumes are required. Can you verify the page count?

A9: See RLR5 above.

Q10: It was stated in the Pre-proposal meeting those one of the five pages for Part I, Section E was for an introduction cover letter to the key staff section? This is usually required in the Technical

Proposal stage. Can you confirm whether a cover letter is required for the key staff section and if so, what is required in the letter?

A10: See RLR5 above.

Q11: For the SF 330, Section E Resumes, the RFP States in Section B.1. not to exceed five total pages. There are 4 Key Staff Resumes identified to be included. Should this section have a revised page limit of four total pages?

A11: See RLR5 above.

Q12: On page 9 of the RFP, it says that "Key Staff proposed not to exceed five (5) pages total." However, there are 4 Key Staff. What should go on page 5?

A12: See RLR 5 above.

Q13: Should we submit SF 330 Section G as part of our submittal?

A13: Yes, Section G "Key Personnel Participation in Example Projects" must be part of the Submittal.

Q14: The EOI requests that the Key Staff #4, Highway Engineer, will serve as the Secondary Liaison and must be an employee of the Prime/JV. Key Staff #1, the Primary Liaison, is also listed as a Highway Engineer with very similar qualifications and experience requested. Would MDOT SHA District 4 entertain removing the employment requirement of Key Staff #4 and shifting Secondary Liaison responsibilities to Key Staff #2 to allow a subconsultant to have the opportunity to serve in a key staff role?

A14: See RLR3 and RLR4 above.

Q15: Can you confirm whether the Investment Activities in Iran Certification is required in the Expression of Interest?

A15: No, the Investment Activities in Iran Certification is not required at the EOI stage. MDOT SHA will request additional documents from consultants who are invited to submit technical proposals.

Q16: Recently SHA has bumped up the max timeframe for the age of example projects from 5 to 7 years for other pursuits. Is it acceptable to submit example projects performed within the past seven (7) years?

A16: See RLR2 above.

Q17: In the pre-proposal conference for BCS 2022-11 it was stated that the five (5) pages allowed for Part 1 Section E (Key Staff), which includes four (4) 1-page resumes, was to accommodate an "introduction" to the Key Staff. In the pre-proposal conference for another ongoing procurement with similar requirements (BCS 2022-11) it was stated that the five (5) pages allowed for the four (4) 1-page resumes was to accommodate the "key staff certification letter." We note that the key staff certification letter is normally included with the Technical Proposal submittal and not at

the Expression of Interest Phase. We also note that the SF 330 submittal at the Expression of Interest phase has not normally included introduction pages before the various required sections. Questions:

- (1) Does OPCM intend to introduce a new format/organization for the Expressions of Interest with this/these procurements than has typically been required in other recent procurements?
- (2) Does OPCM desire introduction pages for other sections of the SF 330 (e.g., Section C - Outside Key Consultants and Section F - Example Projects)
- (3) If so (re: Question 2) will OPCM increase the page limit for Section F from eight (8) pages to (9) pages to allow for the introduction?
- (4) Is the Section E Key Staff introduction page in BCS 2023-01 required to be in the format of a letter and (if so) must it be on the firm's letterhead and signed by an authorized person
- (5) Is the introduction to Section E - Key Staff required to certify that the Key Staff individuals meet the qualifications requirements specified in the Advertisement and (if so) are we also required to make that same certification in Section H as instructed on page 11 of the Advertisement?

A17: See RLR 5 above for the number of pages for key staff. MDOT SHA reserves the right to amend advertisements based on the needs of the state.

Q18: The advertisement asks for 4 key staff and gives a 5 pages max for that section. Should each resume be one page long, and if so, should anything in particular be included on the fifth page?

A18: See RLR5 above.

Q19: Can you please clarify how section H will be scored? Also, outside of the key staff certification, what other type of information should be included in Section H?

A19: See A8 above.

Q20: Can the Expression of Interest be submitted from one of the JV member firm's eMMA account?

A20: Yes, the Expression of Interest can be submitted from one of the JV firm's eMMA account.

Q21: Part I, Section E on page 9 notes that the section should not exceed five (5) pages but there are only four (4) Key Staff required. Please confirm the number of pages for Part I, Section E. If five (5) pages are required, please provide a complete description of what should be included on the additional page as previous EOIs have not required submittal of more than the designated number of Key Staff resumes.

A21: See RLR5 above.

Q22: Part I, Section H on page 11 in the last sentence notes "Any information presented in Section H will be considered in the evaluation of the EOI." The G. Rating Criteria on page 14-15 only notes that Key Staff and Example Projects are rated at the EOI. Please provide additional information on how Part I, Section H will be evaluated at the EOI stage.

A22: See A8 above.

Q23: Please confirm which MDOT D/MBE Forms need to be submitted as part of the EOI response.

A23: No DBE forms are required at the EOI stage. However, the consultant must provide DBE subconsultants information and the percentage of the work to be performed by each DBE along with the NAICS codes.

Q24: Given that the last 2 years SHA has not released any projects, can the Part I, Section F Example Projects requirement for projects within the past 5 years be extended to 10 years?

A24: See RLR2 above.

Q25: Page 1 states that “All firms, including Joint Ventures, must be in good standing with the Maryland Department of Assessments and Taxation at the time of EOI submittal.” At the EOI stage, if each individual member of a joint venture is in good standing with the Department, does that satisfy this requirement?

A25: Yes, if each individual member of a Joint Venture is in good standing with the Maryland Department of Assessments and Taxation at the time EOI submittal, that would satisfy the requirement.

THE SIGNED ADDENDUM MUST BE INCLUDED IN THE EXPRESSION OF INTEREST SUBMISSION VIA EMMA.



Ms. Jada J. Wright, Director,
Office of Procurement and
Contract Management

January 13, 2023

Date

Acknowledgement of Receipt of Addendum No. 2 for BCS 2022-11:

(Company)

(Signature-Authorized Official)

Title

Date

General questions relating to this Addendum No. 2 may be directed to OPCM@mdot.maryland.gov.